



## **The Orchid School Behaviour Code of Conduct 26-27**

Every student has the right to safety, dignity, opportunities for growth, and a school environment where they can learn with respect and compassion. Any behaviour, by any student or adult, that violates these rights will result in corrective and disciplinary action.

This code outlines expected behaviour and supports a balance of guidance, correction, and consequences.

To maintain an environment conducive to attaining a high quality of education, TOS has formulated the following document relating to student conduct which encourages them to uphold the sanctity of the school, recognizes and appreciates those who follow the rules, delineate unacceptable behaviour and provide the basis for sound disciplinary/behaviour practices. (i.e. a balanced combination of rewards and consequences).

### **PURPOSE**

This Code of Conduct provides a clear framework to:

- Identify behaviour-related concerns
- Promote positive conduct
- Apply fair and transparent consequences
- Protect the learning environment
- Ensure consistency across all the domains in school

### **SCOPE**

- This policy (Code of Conduct) applies to all TOS students and includes all situation and activities:
  1. That take place in school premises, classrooms, playgrounds, including activities run by outside agencies.
  2. That take place beyond the school grounds, where students are representatives of TOS.
  3. That take place online that may be created, authorised, sponsored, that involve TOS students.
  4. Where TOS is represented at internal, local, national, or international conferences or events.

### **DEFINITIONS**

TOS – The Orchid School

Violation – Break the rules, disregarding, disrespecting, fail to do.



## **VALUES**

The student code of conduct expresses the school's values and guidelines that create an equitable learning atmosphere.

- We are inclusive, open, respectful and reflect the diversity of our country.
- We are committed to integrity and ethical behaviour.
- We value, enable, and celebrate collaboration between each other.
- We are committed to ensuring our students are lifelong students who are valuable members of our community, the country, and the world.
- We are committed towards ensuring that every student has equal opportunities towards maximising their potential.
- We reinforce the necessity to value the world we live in.
- We treat others (younger & older) with the same dignity and humility we want to be treated with.

## **AIM**

The student code of conduct aims to:

- Build and promote positive student behaviour within the school community.
- Encourage and celebrate positive conduct whilst limiting violations and inappropriate behaviour.
- Provide a suitable educational environment to achieve the principle of comprehensive education.
- Apply the principles and culture of encouraging and caring in society to minimize inappropriate behaviour.
- Provide a regulatory reference to deal with student behaviour.
- Guarantee execution of laid down procedures to prevent future behaviour violations.
- Instructing, guiding, and teaching students who demonstrate inappropriate behaviour in a positive manner to display positive behaviour.

## **PRINCIPLES**

The following principles set out the behaviour that is expected of all students:

- Treat each other in a transparent, non-discriminatory manner.
- Remain honest and ethical towards all members of the TOS community and within their studies.
- Take responsibility for their actions.
- Act in accordance with the values, principles, policies and procedures of the school, as active contributors in building a collaborative learning community and the positive reputation of TOS.



- Engage in their studies, actively participate in learning activities including all class time, independent learning, and assessments, and strive to seek depth, breadth, and challenge in their learning.
- Respect differing points of view including economic, cultural, or religious perspectives.
- Treat all members with consideration and courtesy, through any mode of communication either in person or online, including social media.
- Use TOS grounds, property, resources, and facilities with respect and sustainably, considering the needs, choices, health and safety and wellbeing of others.
- When acting as a representative or ambassador for TOS, conduct themselves in a professional manner to uphold the reputation of the school.

TOS students shall not act in a manner that:

- is discriminatory, harassing, bullying, or engaging in any form of interpersonal, psychological, or physical violence.
- brings the reputation of the school into disrepute.
- unreasonably hinders other students in their studies.
- disrupts, interferes with, or undermines school activities, events, functions, and teaching.
- involves any act of stealing/taking items that do not belong to them.
- is fraudulent, or dishonest (cheat) that would unfairly advantage or disadvantage themselves or another student.
- would cause a danger to the safety and well-being of others and/or undermines the values of the school.

### **REPORTING**

- All students take responsibility for their own actions and ensure they always act in a respectful manner which supports the dignity, safety, and wellbeing of others.
- Students are encouraged to report any incidents of bad behaviour (misconduct) that they may have seen or experienced themselves.
- Students can report such incidents to the Teachers, Unit Head, Coordinators, Principal, Vice Principal, Counsellors and any staff member.
- In case of a student concern, the Unit Head/teacher/staff will investigate the concern and the Counselor with their support, will write the incident report after all the details are shared by them. If the counselor intervenes for emotional support, he/she will share the report of their interaction with the Unit Head.

### **CODE OF CONDUCT**

Under this code of conduct, guidelines for expected behaviour from students have been laid down ensuring students safety and security. The well-being of students is also part of their responsibilities.



### **MECHANISM OF VIOLATION PENALTY**

Following are the examples of violations as stated by the school policy and based on the type and severity of violation performed appropriate consequences for the same will be meted out:

#### **Severity- Level 1**

##### **Category A: Academic & Classroom Compliance**

| <b>S.N<br/>o.</b> | <b>Violation</b>                                                   | <b>Immediate Action</b>                               | <b>Consequence</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
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| 1.                | Missing books/ homework, non-completion of projects or assignments | Remarks shall be entered in the school diary/Edunext. | <ul style="list-style-type: none"><li>● Teacher remarks will be issued in the school diary and/or Edunext.</li><li>● Class I and II students along with their parents, would be required to attend school on working Saturday's to complete their incomplete work so as to be at par with other students.</li><li>● Class III onwards, after every third remark, the student will be given detention from 2:30 pm- 3:30 pm (the parent would be required to accompany the student along with the teacher support).</li><li>● Parents need to make the arrangements for picking up the child from school.</li><li>● Notebook upkeep marks will be deducted for incomplete notebook work.</li><li>● Marks will be deducted for projects/assignments that are not submitted on the due date.</li></ul> |



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| 2. | Late-coming (It is considered from 8.03 am onwards) | The student will be asked to wait outside the glass door and will be marked late by the teachers on duty.                                     | <ul style="list-style-type: none"> <li>• A remark will be entered in the student diary by the Class Teacher.</li> <li>• After 3 instances of late coming, the parents/guardians will be required to take their ward back home.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| 3. | Missing classes intentionally while in school.      | The student will be formally recorded as having intentionally missed an entire class, and the incident will be reported to the Class Teacher. | <ul style="list-style-type: none"> <li>• In the first instance, a verbal warning will be issued to the student by the Class Teacher/Subject Teacher. Class Teacher to keep a record of the same.</li> <li>• In the second instance, a formal email will be sent to the parents informing them of the incident and reiterating expectations.</li> <li>• In subsequent instances, the student will be required to deliver a short presentation during assembly on the importance of attending classes, respecting academic time, and taking responsibility for learning.</li> <li>• If the student claims to be with a particular teacher, he/she needs to procure a hallway pass from him/her.</li> </ul> |
| 4. | Use of abusive language                             | Remarks shall be entered in the school diary/Edunext by the teacher.                                                                          | <ul style="list-style-type: none"> <li>• Depending on the severity of the words, action will be taken.</li> <li>• Verbal warning</li> <li>• A formal email will be sent to the parents informing them of the</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |



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|    |                                                                                                                                                                                                                                                                                                                                                                                                                   |                                                                      | <p>incident and reiterating expectations.</p> <ul style="list-style-type: none"> <li>• In subsequent instances, the student will be required to deliver a short presentation during assembly on the importance of mindfully using appropriate and respectful language.</li> </ul>                                                                                                       |
| 5. | <ul style="list-style-type: none"> <li>• Students till class X are not allowed to carry/ use cell phone or any electronic gadgets eg. smartwatch, laptop, as per the school policy.</li> <li>• However students of grade XI and XII are permitted to carry the phone only after submitting the consent form signed by the parents. They need to submit it to the class teacher once they reach school.</li> </ul> | The phone will be confiscated by the teacher if it is not submitted. | <ul style="list-style-type: none"> <li>• If a student is found carrying/using a phone in school it will be confiscated immediately and submitted to the leaders.</li> <li>• Parents will be called for a meeting.</li> </ul>                                                                                                                                                            |
| 6. | Using unfair means during exams.                                                                                                                                                                                                                                                                                                                                                                                  | Answer sheets will be taken and the student will rewrite the exam.   | <ul style="list-style-type: none"> <li>• Any means used for copying such as chits, phones etc will be confiscated.</li> <li>• The previously attempted paper will be treated as null and void. The student will be required to rewrite the entire exam paper on a new answer sheet without any extra time. This consequence will be applicable from the 1st instance itself.</li> </ul> |
| 7. | Chewing gum in the classroom                                                                                                                                                                                                                                                                                                                                                                                      | The student would be required to discard the chewing gum             | <ul style="list-style-type: none"> <li>• A verbal warning will be given to the student</li> </ul>                                                                                                                                                                                                                                                                                       |



### Category B: Dress & Grooming Code

| S.No | Violation                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | Immediate Action                                                                    | Consequence                                                                                                                                                                                                                                                                                                                                                           |
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| 1.   | <p>Wearing incorrect uniform (Uniform refers to the complete school uniform, which includes the prescribed top and bottom, school belt, jacket, shoes and the identity card). The purpose is to ensure students look smart, follow discipline, maintain uniformity, and develop a sense of belonging. This also includes footwear guidelines. (Only black shoes are permitted. Students who require different footwear for Balewadi/sports competition must wear black shoes in school and change into the required footwear only during the activity, and wear black school shoes immediately afterwards)</p> | Class teacher to call and inform the parents to drop the correct uniform to school. | <ul style="list-style-type: none"> <li>The student will be allowed to go to the classroom but the parent/guardian has to deliver the correct uniform.</li> <li>For students of grade I to X remarks will be recorded in the student diary.</li> <li>For the Senior Secondary domain, communication will be sent to parents via email by the class teacher.</li> </ul> |
| 2.   | <p>Uncut or poorly maintained hair by boys and untied hair below shoulder length by girls. The purpose is to promote hygiene, protect the eyes, ensure a smart, neat appearance and discipline.</p> <p>Colouring Hair<br/>The purpose is to maintain a natural and disciplined appearance in the best interest of the student, ensure hair remains chemical-free, and align with the school's grooming standards.</p>                                                                                                                                                                                          | The class teacher will take the necessary action.                                   | <ul style="list-style-type: none"> <li>The class teacher will record a note in the student diary/Edunext.</li> <li>The parents will be informed via email.</li> </ul>                                                                                                                                                                                                 |
| 3.   | Keeping long nails, applying                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | The student checker will                                                            | <ul style="list-style-type: none"> <li>A note will be recorded</li> </ul>                                                                                                                                                                                                                                                                                             |



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|    | nail paint and/or make-up.<br>The purpose is to prevent accidental injury to self or others, maintain proper hygiene, and avoid distractions, ensuring students remain safe, clean, and focused on learning.                                                                                                                                                                                                                                                                                                                                   | inform the Class Teacher.                                                             | from the 1st instance in the diary/ Edunext by the class teacher.<br><ul style="list-style-type: none"> <li>Repeated offences will be informed to parents via email.</li> </ul>                                                                                                                                                       |
| 4. | Wearing jewellery (dangling earrings below the earlobe, pendants, bracelets, finger rings, anklets, fancy hair clips/rubber bands, or any other decorative accessories)<br>The purpose is to ensure student safety by preventing accidental injury during movement or activities and to maintain a distraction-free learning environment.                                                                                                                                                                                                      | Students will be required to remove the accessories.                                  | <ul style="list-style-type: none"> <li>The student will be asked to keep the accessory (imitation) in the bag and the teacher will send a diary note or a message on edunext.</li> <li>If the accessory is made of real gold or silver, the parent will be required to personally collect it after school on the same day.</li> </ul> |
| 5. | Wearing inappropriate attire during “Smart Casuals Day.”<br>Inappropriate attire includes (but is not limited to): <ul style="list-style-type: none"> <li>Crop tops, tank tops, tube tops, halter tops, noodle strap tops;</li> <li>Low-cut or plunging necklines;</li> <li>Backless tops, sheer or transparent clothing;</li> <li>Ripped or torn clothing;</li> <li>Clothing that exposes thighs, midriff, chest, stomach or undergarments.</li> <li>Clothing with offensive text, slogans, or graphics (including alcohol, drugs,</li> </ul> | Parents/ guardians will be informed and asked to bring appropriate clothes to school. | <ul style="list-style-type: none"> <li>Parents/guardians will be informed via call and asked to arrange for an appropriate replacement of clothes.</li> <li>The student will not be permitted to attend class until appropriate attire is arranged.</li> </ul>                                                                        |





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|  | <p>violence, or discriminatory messages);</p> <ul style="list-style-type: none"><li>● Students can wear a jacket of their choice. However school shoes are a mandate.</li></ul> <p>All students are expected to adhere to the applicable grooming and uniform norms outlined by the school and to take personal responsibility for understanding what is appropriate to wear in the school setting.</p> |  |  |
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### Severity- Level 2

| S.No. | Violation                                                                                                                                     | Immediate action                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | Consequence                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
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| 1.    | Physical violence, including but not limited to hitting, slapping, kicking, punching, scratching, biting, pinching, pushing aggressively.     | <ul style="list-style-type: none"> <li>• Separate students involved immediately</li> <li>• Ensure safety of all students; provide first aid if required</li> <li>• Remove student(s) from the concerned location</li> <li>• Inform Class Teacher, Coordinator and Unit Head.</li> <li>• The Class Teacher/Unit Head/Counselor will record the report after due deliberation from all the stakeholders on the same day and the student will write the personal statement.</li> </ul> | <ul style="list-style-type: none"> <li>• The Unit Head/CT/Counselor will speak to the concerned students.</li> <li>• Parents will be informed by the CT via mail along with a personal meeting with the leaders on the same day.</li> <li>• The student will complete a reflection letter documenting their understanding of the behaviour and its impact. They will be required to adhere to the Behaviour Contract.</li> <li>• Further consequences will be decided as per the severity of the incident.</li> <li>• The Counsellor and Class Teacher will keep a check on the student's behaviour after the incident.</li> </ul> |
| 2.    | Discrimination (excluding, insulting or mistreating a peer based on gender, caste, appearance, personal attribute, region, religion, attire ) | <ul style="list-style-type: none"> <li>• The incident will be reported to the Class Teacher who will address the concern.</li> <li>• If the concern persists, the Unit Head will address all the concerned students.</li> <li>• The student(s) will be referred to the Counsellor for emotional support and intervention if further required.</li> </ul>                                                                                                                            | <ul style="list-style-type: none"> <li>• The teacher will guide the concerned student(s) to offer a verbal apology to the affected peer(s) and engage in restorative practices as guided by the teacher or counsellor.</li> <li>• Parents will be informed about the same via email.</li> <li>• In case of a repeated incident, a meeting will</li> </ul>                                                                                                                                                                                                                                                                          |



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|    |                                                                                                            |                                                                                                                                                                                                                                                                                                             | be scheduled with the parents of the concerned students with the Director-Principal for further action.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| 3. | Threatening peers in school or online (Intimidation, verbal threats, threatening messages on social media) | <ul style="list-style-type: none"> <li>• The student will report the incident to the Class Teacher/Counselor who will inform the Unit Head.</li> <li>• A formal incident report will be filed by the Counselor along with the class teacher and maintained in the school's disciplinary records.</li> </ul> | <ul style="list-style-type: none"> <li>• The Class Teacher and Unit Head will speak to the student.</li> <li>• The student will provide a written and verbal account of the incident, and any available evidence will be documented by the Class Teacher.</li> <li>• A meeting will be scheduled with the parents of the concerned student, along with the Director-Principal or Vice-Principal.</li> <li>• The concerned student(s) will offer a verbal/written apology to the affected peer(s) and engage in restorative practices as guided by the teacher or counsellor.</li> <li>• Repeated offences may result in suspension or expulsion.</li> <li>• The Counsellor and Class Teacher will keep a check on the student's behaviour after the incident.</li> </ul> |
| 4. | Forging any school documents(certificates,report card etc) thereby tarnishing the school image             | <ul style="list-style-type: none"> <li>• The Class teacher will inform the Unit Head and other leaders</li> </ul>                                                                                                                                                                                           | <ul style="list-style-type: none"> <li>• A parent meeting will be scheduled and the necessary action will be taken.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| 5. | Disrespect, damage, or theft                                                                               | <ul style="list-style-type: none"> <li>• Any staff member who</li> </ul>                                                                                                                                                                                                                                    | <ul style="list-style-type: none"> <li>• The Class Teacher and</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |



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|  | <p>of personal and school resources, which includes damage to property- whether deliberate or due to careless handling, that may result in repair, replacement, or disruption to school functioning, as well as breaking, misusing, or stealing materials such as stationery, notebooks, money, or any school property without permission.</p> | <p>becomes aware of an incident of vandalism/theft must inform the Class Teacher, who will then notify the Unit Head.</p> <ul style="list-style-type: none"><li>● A formal incident report will be filed by the Counselor along with the Teacher and maintained in the school's disciplinary records.</li></ul> | <p>Unit Head will speak to the student. The Class Teacher will communicate the matter to the parents.</p> <ul style="list-style-type: none"><li>● The student(s) found damaging/stealing resources will provide a written and verbal account of the incident, and any available evidence will be documented by the Class Teacher.</li><li>● Restitution or repair costs will be borne by the parents/guardians.</li><li>● Repeated instances of damage may result in the student being suspended.</li><li>● The Counsellor and Class Teacher will keep a check on the student's behaviour after the incident.</li><li>● Professional support may be recommended, if required.</li></ul> |
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### **Severity- Level 3**

| <b>S.No.</b> | <b>Violation</b>                                                                                                                                                            | <b>Immediate action</b>                                                                                                                                                             | <b>Consequence</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
|--------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1            | Bullying(verbal,emotional, name-calling,mocking, insulting,humiliating peers,spreading rumours,fighting,physical bullying,targeting a specific student/students repeatedly) | The adult who witnesses or receives the complaint will report the incident to the class teacher and Unit head who will take charge of the situation and discuss with the Counsellor | <p>The student will write a personal statement of the incident, and a verbal warning will be issued by the Unit head.</p> <p>Parents will be informed about the same via email.</p> <p>In case of a repeated incident, a meeting will be scheduled with the parents of the concerned students with the leaders for further action.</p> <p>Further consequences will be decided as per the severity of the incident.</p> <p>The Counsellor and Class Teacher will keep a check on the student's behaviour after the incident.</p> <p>Professional support may be recommended, if required.</p> |



| S. No. | Violation                                                                                                                                                                                                                                                                                                    | Immediate action                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | Consequence                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
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| 2      | Engaging in serious acts of physical aggression that may cause injury, which can potentially require medical attention. This includes multiple punches or kicks, severe biting, choking or restraining someone, use of weapons or dangerous objects, physical assault on staff, & repeated violent behaviour | <p>The involved students shall be separated promptly to prevent further escalation and ensure the safety of others.</p> <p>First aid or medical support will be provided if required, and any dangerous objects will be confiscated.</p> <p>The Class Teacher/staff will report the incident to the leader/counselor</p> <p>The class teacher in the presence of the Unit Head will speak to concerned student(s)</p> <p>A formal incident report will be filed by the Counselor along with the CT and maintained in the school's disciplinary records.</p> | <p>The student(s) found involved in misconduct will provide a written and verbal account of the incident.</p> <p>As per the severity of the violation, parents of the students involved will be informed via email and may be called for a meeting with the Director-Principal and Unit Head on the same day.</p> <p>Suspension from school for duration as deemed fit based on the severity of the offence will be considered.</p> <p>The suspension process includes a personal statement, reflection letter and behaviour contract/written undertaking by student and the parent. The student may be sent home the same day.</p> <p>Repeated offences may result in expulsion.</p> <p>The student(s) involved will undergo counselling to understand the impact of their behaviour, and restorative practices will be conducted. Professional support may be recommended, if required.</p> <p>The Counsellor and Class Teacher will keep a check on the student's behaviour after the incident.</p> |



| S.No. | Violation                                                                                                                                                                                                                                                      | Immediate action                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | Consequence |
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| 3     | Using phones in ways that enable cyber-misconduct, including taking photos or videos without consent, sending hurtful or threatening messages, sharing inappropriate content, cyberbullying, accessing inappropriate websites, or impersonating others online. | <p>Cyberbullying or any form of online misconduct is a serious offence.</p> <p>The phone will be confiscated as per school mobile policy.</p> <p>The affected individual will report the incident to the Class Teacher or Counsellor</p> <p>In case of cyberbullying, any available evidence, such as messages, photos, or devices, will be documented by the Class teacher/Counsellor</p> <p>The Class Teacher/ Counselor will report the incident to the Unit Head, Vice Principal, and Director-Principal.</p> <p>A formal incident report will be filed by the Class Teacher/Counselor and maintained in the school's disciplinary records.</p> |             |



| S.No. | Violation                                                                                                                                                                                                                                                                                                                                                                      | Immediate action                                                                                                                                                                                                                                                                                                                                                                                                                         | Consequence                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
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| 4     | Consumption or possession of illegal/prohibited substances including, but not limited to:<br>Alcohol<br>Illegal drugs<br>Cigarette<br>E-cigarette<br>Vape<br>Nicotine<br>Any related contraband substances<br><br>This applies within the school premises or during any school-related activities and events, including sports complexes, field visits, excursions, and trips. | Substance will be confiscated immediately.<br><br>The student will be taken to the Unit Heads/Counselors room for safety assessment, along with the school nurse.<br><br>The Class Teacher/Counselor will report the incident to the Unit Head, Vice Principal, and Director-Principal.<br><br>A formal incident report will be filed by the Counselor along with the Class Teacher and maintained in the school's disciplinary records. | Suspension from school may be imposed for a duration upto 30 days as deemed appropriate based on the severity of the offence and the outcome of the inquiry.<br><br>The student may be sent home the same day.<br><br>The suspension process will include:<br>1) The student will provide a handwritten personal statement immediately, clearly mentioning the act committed.<br><br>2) Parents/guardians will be required to attend an urgent meeting with the Director-Principal, Vice-principal, Unit Head and Counselor.<br>The key points discussed will be recorded, and the parent's signature will be obtained on the same day.<br>3) A detailed incident report will be prepared by the Counselor along with the Unit Head in coordination with the staff involved, clearly documenting the chronology of events.<br>4) The student will submit a reflection letter after coming back from suspension.<br>5) A student-specific behaviour contract/written undertaking will be made by the counsellor and would be signed and followed by the students and parents/guardians.<br>6) The Counsellor will meet the student after coming back to school for emotional support and intervention.<br>Where the offence involves vandalism or damage to school property, full reimbursement of repair or replacement costs will be borne by the parents/guardians.<br><br>In cases involving assault, sexual harassment, unwanted sexual contact, or any behaviour of a sexual nature:<br>1) Mandatory reporting to child protection authorities will be undertaken where required.<br><br>2) Legal action will be initiated if the offence falls under |





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|  |  |  | <p>POCSO or other applicable statutes.</p> <p>Counselling sessions will be conducted to ensure the student understands the seriousness and impact of their behaviour and restorative practices may be initiated, where appropriate. Professional support may also be recommended.</p> <p>Post-incident behaviour will be checked-in on by the Class Teacher and Counsellor.</p> <p>In cases of extreme severity, repeated violations, or where student/community safety is compromised, expulsion from school may be considered.</p> |
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| S.No. | Violation                                                                                                   | Immediate action                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | Consequence                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
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| 5     | <b><u>Leaving the school campus without permission during school hours or school-supervised events.</u></b> | <p>The student's absence shall be verified promptly, and efforts shall be made to locate the student and ensure their safe return to school.</p> <p>Parents/guardians shall be notified at the earliest to inform them of the situation and to coordinate safety measures as required.</p> <p>If the student has already returned home, parents/guardians shall be instructed to bring the student back to school during working hours or, at the latest, the next day.</p> <p>The Class Teacher will report the incident to the Unit Head, Vice Principal, and Director-Principal.</p> <p>A formal incident report will be filed by the Class</p> | <p>Suspension from school may be imposed for a duration upto 30 days as deemed appropriate based on the severity of the offence and the outcome of the inquiry.</p> <p>The student may be sent home the same day.</p> <p>The suspension process will include:</p> <ol style="list-style-type: none"> <li>1) The student will provide a handwritten personal statement immediately, clearly mentioning the act committed.</li> <li>2) Parents/guardians will be required to attend an urgent meeting with the Director-Principal, Vice-principal, Unit Head and Counselor. The key points discussed will be recorded, and the parent's signature will be obtained on the same day.</li> <li>3) A detailed incident report will be prepared by the Counselor along with the Unit Head in coordination with the staff involved, clearly documenting the chronology of events.</li> <li>4) The student will submit a reflection letter after coming back from suspension.</li> <li>5) A student-specific behaviour contract/written undertaking will be made by the counsellor and would be signed and followed by the students and parents/guardians.</li> <li>6) The Counsellor will meet the student after coming back to school for emotional support and intervention.</li> </ol> <p>Where the offence involves vandalism or damage to school property, full reimbursement of repair or replacement costs will be borne by the parents/guardians.</p> <p>In cases involving assault, sexual harassment, unwanted sexual contact, or any behaviour of a sexual nature:</p> <ol style="list-style-type: none"> <li>1) Mandatory reporting to child protection authorities will be undertaken where required.</li> <li>2) Legal action will be initiated if the offence falls under POCSO or other applicable statutes.</li> </ol> |



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|  |  | <p>Teacher and maintained in the school's disciplinary records.</p> | <p>Counselling sessions will be conducted to ensure the student understands the seriousness and impact of their behaviour and restorative practices may be initiated, where appropriate. Professional support may also be recommended.</p> <p>Post-incident behaviour will be checked-in on by the Class Teacher and Counsellor.</p> <p>In cases of extreme severity, repeated violations, or where student/community safety is compromised, expulsion from school may be considered.</p> |
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| S.No. | Violation                                                                                                                                                                                                                                                                                                                                                                                                                                                               | Immediate action                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | Consequence                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
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| 6     | <p>Engaging in any of the following acts that cause or have the potential to cause significant harm to property, life, or safety:</p> <p>Setting fire to school property or surroundings</p> <p>Tampering with electrical systems, fire alarms, safety equipment, or other critical infrastructure</p> <p>Causing structural damage to school buildings, classrooms, or facilities</p> <p>Any act that poses serious risk to life, safety, or school infrastructure</p> | <p>Separate and secure all involved students to prevent further risk or escalation.</p> <p>Ensure the safety of all other students, staff, and personnel in the vicinity.</p> <p>Immediate first aid shall be provided by the school nurse if anyone is injured.</p> <p>Emergency services (fire brigade, electrician, or other authorities) shall be contacted immediately if required.</p> <p>Parents/guardians of the student(s) involved shall be notified immediately.</p> <p>The Class Teacher will report the incident to the Unit Head, Vice Principal, and Director-Principal.</p> <p>A formal incident report will be filed</p> | <p>Suspension from school may be imposed for a duration upto 30 days as deemed appropriate based on the severity of the offence and the outcome of the inquiry.</p> <p>The student may be sent home the same day.</p> <p>The suspension process will include:</p> <ol style="list-style-type: none"> <li>1) The student will provide a handwritten personal statement immediately, clearly mentioning the act committed.</li> <li>2) Parents/guardians will be required to attend an urgent meeting with the Director-Principal, Vice-principal, Unit Head and Counselor. The key points discussed will be recorded, and the parent's signature will be obtained on the same day.</li> <li>3) A detailed incident report will be prepared by the Counselor along with the Unit Head in coordination with the staff involved, clearly documenting the chronology of events.</li> <li>4) The student will submit a reflection letter after coming back from suspension.</li> <li>5) A student-specific behaviour contract/written undertaking will be made by the counsellor and would be signed and followed by the students and parents/guardians.</li> <li>6) The Counsellor will meet the student after coming back to school for emotional support and intervention.</li> </ol> <p>Where the offence involves vandalism or damage to school property, full reimbursement of repair or replacement costs will be borne by the parents/guardians.</p> <p>In cases involving assault, sexual harassment, unwanted sexual contact, or any behaviour of a sexual nature:</p> <ol style="list-style-type: none"> <li>1) Mandatory reporting to child protection authorities will be undertaken where required.</li> <li>2) Legal action will be initiated if the offence falls under POCSO or other applicable statutes.</li> </ol> <p>Counselling sessions will be conducted to ensure the</p> |



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|  |  | <p>by the Class Teacher and maintained in the school's disciplinary records.</p> <p>The area shall be secured to prevent further damage until repairs or safety checks are completed.</p> | <p>student understands the seriousness and impact of their behaviour and restorative practices may be initiated, where appropriate. Professional support may also be recommended.</p> <p>Post-incident behaviour will be checked-in on by the Class Teacher and Counsellor.</p> <p>In cases of extreme severity, repeated violations, or where student/community safety is compromised, expulsion from school may be considered.</p> |
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| S.No. | Violation                                                                                                                                                                                      | Immediate action                                                                                                                                                                                                                                                                                                                              | Consequence                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
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| 7     | Assaulting others, including any behavior of a sexual nature such as inappropriate physical contact, unwanted sexual advances, explicit gestures or sexual harassment or any similar behavior. | <p>The students involved will be separated to ensure safety.</p> <p>Counselling will be provided for the affected student(s).</p> <p>Parents/guardians will be notified promptly.</p> <p>The incident shall be reported to the Unit Head and Director-Principal immediately.</p> <p>The incident will be documented by the Class Teacher.</p> | <p>Suspension from school may be imposed for a duration upto 30 days as deemed appropriate based on the severity of the offence and the outcome of the inquiry.</p> <p>The student may be sent home the same day.</p> <p>The suspension process will include:</p> <ol style="list-style-type: none"> <li>1) The student will provide a handwritten personal statement immediately, clearly mentioning the act committed.</li> <li>2) Parents/guardians will be required to attend an urgent meeting with the Director-Principal, Vice-principal, Unit Head and Counselor. The key points discussed will be recorded, and the parent's signature will be obtained on the same day.</li> <li>3) A detailed incident report will be prepared by the Counselor along with the Unit Head in coordination with the staff involved, clearly documenting the chronology of events.</li> <li>4) The student will submit a reflection letter after coming back from suspension.</li> <li>5) A student-specific behaviour contract/written undertaking will be made by the counsellor and would be signed and followed by the students and parents/guardians.</li> <li>6) The Counsellor will meet the student after coming back to school for emotional support and intervention. Where the offence involves vandalism or damage to school property, full reimbursement of repair or replacement costs will be borne by the parents/guardians.</li> </ol> <p>In cases involving assault, sexual harassment, unwanted sexual contact, or any behaviour of a sexual nature:</p> <ol style="list-style-type: none"> <li>1) Mandatory reporting to child protection authorities will be undertaken where required.</li> </ol> |



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| S.No. | Violation                                                                                                                                                                                        | Immediate action                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | Consequence                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
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| 8     | <p>Possession or use of banned items like:<br/>Lighter / any form of flammable substance</p> <p>Fireworks</p> <p>Any form of weapons</p> <p>Any objects/substances that are a risk to others</p> | <p>The item(s) shall be confiscated immediately to prevent any risk or harm.</p> <p>The student(s) involved shall be separated and secured to ensure the safety of others.</p> <p>First aid shall be provided by the school nurse if required.</p> <p>Parents/guardians of the student(s) involved shall be notified.</p> <p>The incident shall be reported to the Unit Head and Director-Principal immediately.</p> <p>The incident will be documented by the Class Teacher.</p> <p>The student(s) shall be monitored until appropriate measures are implemented.</p> | <p>Suspension from school may be imposed for a duration upto 30 days as deemed appropriate based on the severity of the offence and the outcome of the inquiry.</p> <p>The student may be sent home the same day.</p> <p>The suspension process will include:</p> <ol style="list-style-type: none"> <li>1) The student will provide a handwritten personal statement immediately, clearly mentioning the act committed.</li> <li>2) Parents/guardians will be required to attend an urgent meeting with the Director-Principal, Vice-principal, Unit Head and Counselor. The key points discussed will be recorded, and the parent's signature will be obtained on the same day.</li> <li>3) A detailed incident report will be prepared by the Counselor along with the Unit Head in coordination with the staff involved, clearly documenting the chronology of events.</li> <li>4) The student will submit a reflection letter after coming back from suspension.</li> <li>5) A student-specific behaviour contract/written undertaking will be made by the counsellor and would be signed and followed by the students and parents/guardians.</li> <li>6) The Counsellor will meet the student after coming back to school for emotional support and intervention.</li> </ol> <p>Where the offence involves vandalism or damage to school property, full reimbursement of repair or replacement costs will be borne by the parents/guardians.</p> <p>In cases involving assault, sexual harassment, unwanted sexual contact, or any behaviour of a sexual nature:</p> <ol style="list-style-type: none"> <li>1) Mandatory reporting to child protection authorities will be undertaken where required.</li> </ol> |





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### **Card Escalation System**

- **Level 1 Violation → Yellow Card**  
After 3 Yellow Cards → Orange Card
- **Level 2 Violation → Orange Card**  
After 3 Orange Cards → Red Card
- **Level 3 Violation → Red Card**

The **Teacher/ Class Teacher/ Coordinator/ Unit Head** will first address the concern through guidance, correction, and monitoring.

The primary ownership of behaviour correction lies with the teachers and school leadership. The Counsellor's role is supportive and intervention-based, not the first point of action for routine violations.

### **Bus Behaviour Policy**

Student safety and respectful conduct on the school bus are essential. All students must follow bus safety rules and treat bus staff, co-passengers or people on the street passing by and school property with respect.

- Routine bus violations, such as minor misbehaviour, talking loudly, not following basic rules, or showing a disrespectful attitude towards bus attendant's, will be documented and addressed by the Counsellor.
- In cases of serious violations, including hitting, fighting, damaging school/bus property, throwing objects out of the bus, misbehaviour with passer by or any behaviour that compromises safety, the Admin Unit Head /Counsellor will directly escalate the incident to the concerned authorities, who will review the incident and determine the appropriate consequences. Parents or guardians will be informed, and they may need to arrange alternate transportation if the student's bus access is suspended.

Depending on the gravity of the misbehaviour. The Counselor will communicate the behaviour to the class teacher and Unit Head. Class teacher will inform about the incident with the parents through mail. (In case of urgency parents may be called to the school)

Unit Head, Counselor Admin Head along with leaders will decide the consequence based on the gravity of the incident.



\*Consequences that can be meted out are as follows:

1. Extracurricular activities suspension- Participation in extracurricular activities may be suspended, as such activities are regarded as privileges for students.
2. After school detention.
3. Partial or permanent discontinuation of the bus services.
4. Out of school suspension & Probation- The student will be suspended from school. The duration for the suspension will be dependent on the severity of the violation. Following which the student will be under strict observation along with introducing the Behaviour Agreement that must be signed by the student and their parents. Any further misconduct can result in suspension from the school.